

Arizona House of Representatives

Position Announcement: *Assistant Legislative Research Analyst*

The Arizona House of Representatives is currently accepting resumes for the position of Assistant Legislative Research Analyst. The House Research Staff is an in-house research department that provides professional research and related services to members of the House of Representatives on a full-time, year-round basis. The staff includes analysts, assistant analysts, session-only interns and support staff. Assistant Analysts work closely with Committee Analysts to support the activities and work products of committees and Representatives.

Job Description

The Assistant Analyst is typically assigned to multiple standing committees and serves the members of the House of Representatives under the supervision of the Research Director. Assistant Analyst duties include:

Committee Support

- Prepare and update summaries of legislation.
- Present the provisions and impact of proposed legislation to the committee and caucus.
- Track legislation.
- Prepare interim committee final reports and recommendations.

Legislative Research

- Research and analyze the impact and effect of proposed legislation.
- Draft amendments.
- Provide issue-specific research and draft memos as necessary.
- Provide information on legislation to the public.
- Research and respond to constituent inquiries.

Minimum Qualifications

- Possess a Bachelor's Degree or higher education level.
- Excellent research, organizational, writing and public speaking skills.
- Display an ability to work both in a team environment and independently.
- Flexibility and adaptability to changing priorities.
- Ability to work long and unpredictable hours during the legislative session.
- Experienced in Microsoft Word, Outlook, Excel and PowerPoint.

Preference given to candidates with experience and knowledge of state and government and the legislative process.

Salary and Benefits

The salary for this position is \$38,500. Excellent benefits include membership in the Arizona State Retirement System, health insurance and optional deferred compensation and medical reimbursement account.

Interested individuals should email a letter of introduction and resume by Noon on Wednesday, September 2, 2015 to HouseJobs@azleg.gov.